

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: May 21, 2021

Closing Date: May 28, 2021

**PARALEGAL
Family Division, Juvenile Delinquency and Truancy Unit
New Castle County**

Job Responsibilities and Duties:

This paralegal position provides expertise and paralegal support to Deputy Attorneys General assigned to the Family Division, Juvenile Delinquency & Truancy Unit, in New Castle County. The general paralegal duties include, but are not limited to, conducting intakes with police officers, compiling and organizing evidence for case reviews, redacting police reports, and medical records, sending discovery, managing a high volume of case files, drafting and sending subpoenas, and drafting motions as needed. There is frequent contact with not only police officers but also witnesses and victims when assisting the Deputy Attorney General for cases with direction given by the Deputy Attorneys General. The paralegal will work with the Deputy Attorneys General in preparation for trial. This paralegal must be capable of working efficiently in a high-paced work environment and must be a self-starter, detail-oriented and well organized.

Minimum Qualifications:

Five (5) years of employment with the Department of Justice in a similar capacity **OR**

An Associate's degree in Paralegal Studies in an ABA or Department-approved program, **OR**

A paralegal certificate in an ABA-approved or Department-approved program, **OR**

A Bachelor's degree in Paralegal Studies, **OR**

A Bachelor's degree **AND** one year of law school.

- **Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.
- **External Applicants:** In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- **OR** External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.